



REPUBLIQUE DU RWANDA  
MINISTRE DE L'EDUCATION

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# I.YA. KURE

## Handbook for Students

Distance Training Programme  
for Secondary School Teachers

November 2001

**I. YA. KURE**

# **Handbook for Students**

**Distance Training Programme  
for Secondary School Teachers**

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**Dr. NTAWUKULIRYAYO Jean Damascène**

**The Secretary of State for Higher Education and  
Scientific Research**

Dear Student

The Government of Rwanda has embarked on a vigorous reconstruction and development policy. To reinforce the education system and enhance the quality of teaching are indispensable conditions of that development. In this light, the Ministry of Education has noticeably put in great effort in training teachers.

Kigali Institute of Education (KIE) plays a key role in implementing this policy. Opened in 1998, its primary mission is to train teachers, who are badly needed in secondary schools and to ensure the training of in-service teachers.

You are, therefore, concerned with this in-service training as you constitute the first group of teachers selected for this programme being launched by KIE.

For your information, KIE is introduced to you as you actually have to be well informed about this institution, which will carry out and validate the training you are undertaking.

In order to achieve its mission, KIE is developing two programmes:

- on the one hand, it will ensure the initial training of new secondary school teachers on both academic and professional levels. It admitted 300 students in 1998-1999, 389 in 1999-2000, and 361 in 2000-2001.
- on the other hand, it will guarantee continuous education of secondary school teachers in service. You have just enrolled in this vast programme, which at least, will involve one thousand of you for the first year. This guide provides you with all practical information to help you follow the training programme successfully.

In launching this programme, the Ministry of Education is offering the following possibilities:

- Improving your general knowledge as well as your academic and professional education. You are offered a very good opportunity for personal development. It is well known that, today and throughout the world, to develop personal potential is one of the fundamental conditions for the improvement of an individual and his/her social life.

- Acquiring more knowledge and developing your analytical and reflective capability will provide you with the means to enhance the quality of your teaching. It will also be advantageous to the pupils in your care.

At the end of your course, you will get a higher learning qualification, which will be awarded by KIE. It will enable you to further your advancement in your teaching career, and thus improve your professional, family and personal standards.

As you can see, there are many things at stake. Not only for you as an individual but also for the quality of education we owe the children of our country. That is why the Ministry of Education, with the support of its international partners, has mobilised great resources, both financial and human, and looks forward to the success of this programme.

In return for the aforementioned opportunities that you are offered, personal commitment, on your part, is expected: to try and do everything possible to follow each stage of this training programme accurately and determinedly. It is a kind of moral obligation between you, on the one hand, and KIE trainers on the other.

The success of this programme is our common objective: for you, the trainee, your pupils, the quality of your teaching and the development of our country.

I rely upon your will to succeed, and wish you good luck on the training you are about to start.

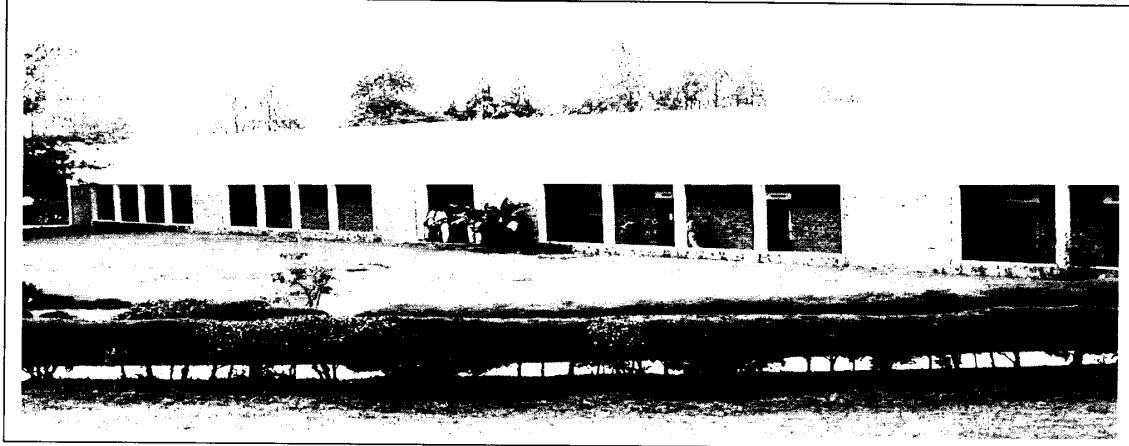
The Minister of State  
In charge of Higher Education and Scientific Research.

Dr. NTAWUKULIYA, Damascus



## Kigali Institute of Education

KIE is located at REMERA, a suburb of Kigali, in a campus with very well tended gardens. It offers a pleasant and functional working atmosphere. Below is a view of the gardens and the Administrative Block.

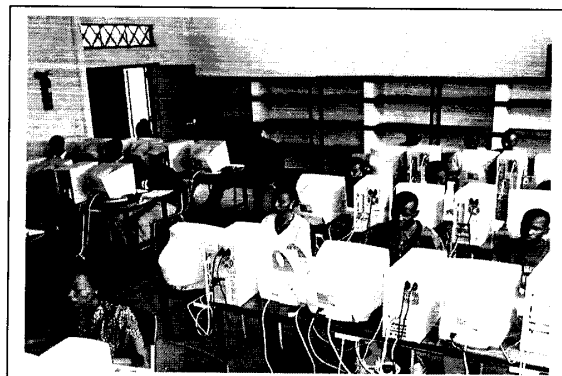


*Opposite, is a partial view of the Library, which was extended recently. Basic documentation is being enriched on a more permanent basis and computerisation of services is taking place.*

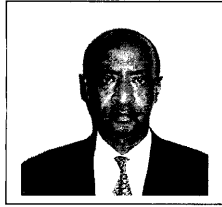
*These resources are invaluable in our development of high quality learning materials.*

*KIE boasts modern equipment. Opposite, is the students' computer room.*

*10 Provincial Distance Training Centres are to be established countrywide and will equally benefit everyone in the country in terms of computer training and general information.*



## KIE Teaching Staff



Mr. Innocent BYUMA  
Rector



Ms. Béatrice MUKABARANGA  
Vice Rector

**KIE** has a team of 70 highly qualified and experienced teaching staff in 3 faculties with 24 departments. Below are some members of the team.



*Faculty of Education*



*Faculty of Sciences*



*Faculty of Arts and Social Sciences*

## I Ya. Kure Distance Training Programme

I. Ya. Kure is a part-time distance training course, especially designed for in-service teachers leading to the awards of diploma or degree in Education. I.Ya. Kure is an acronym for [Inyigisho Yateguriwe Abashishikajwe Kurera Kwigisha Ubimenyi, Ubuhanga Ubukorikori Rwanda rw 'Ejo]

## Method of Study

You will receive specially written study guides which will provide learning materials for all the courses. You will study your chosen courses on your own using the guides. You study most of the time on your own - but you are not alone. 10 Regional Centres have been set up throughout the country and you can contact the Centre Tutor or visit the Centre nearest to you whenever you need to.

In addition to providing you with study guides, we will also offer residential training schools during the Christmas, Easter and summer holidays. These will last between 2 and 4 weeks, depending on which subjects you are studying. Residential schools will offer face-to-face teaching and tutorial support. There will be laboratory and practical work for science subjects.

## Duration of Study

**Diploma:** the diploma course will take 3 years, part-time study

**Degree:** the degree course will take 6 years, part-time study

**NB :** KIE Pre-service training and In-service distance training programme will have the same course content, assessment, and accreditation. Both diplomas will have the same value and will offer the same position and job advantages in the national education system.

Study Time : both the degree and diploma programmes are very demanding. You will be expected to study for 3 hours every day during the week and 5 hours each day during the weekend. We know that it will be very difficult for some of you to find enough time for your studies because of your work and family commitments, but we urge you to do this. You will find that there are some activities that you must give up while you are studying I. Ya. Kure.

## Choice of Subjects

You will each study 3 subjects, taken from the following list. Everyone must study 2 subjects and Education

- Mathematics & Physics
- Biology & Chemistry
- French & English
- English and Literature

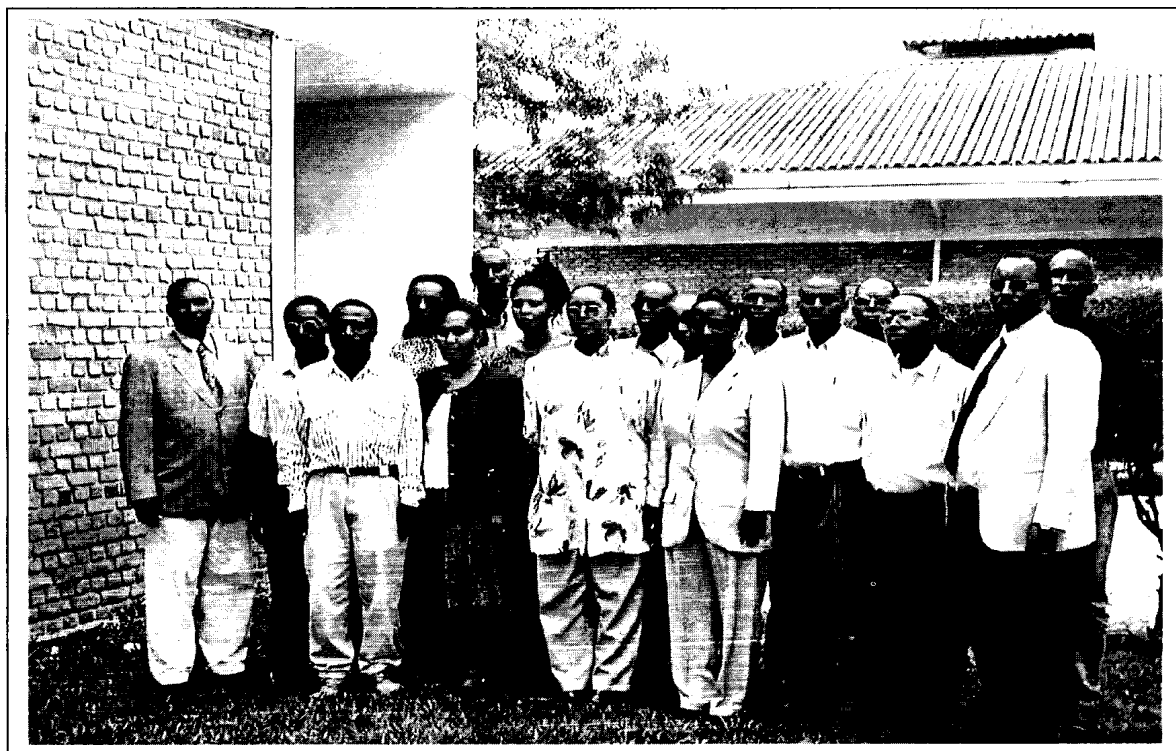


## Organisation of I. Ya. Kure Programme

To launch this programme, KIE has set up two structures to provide administrative and academic support to in-service secondary school teachers.

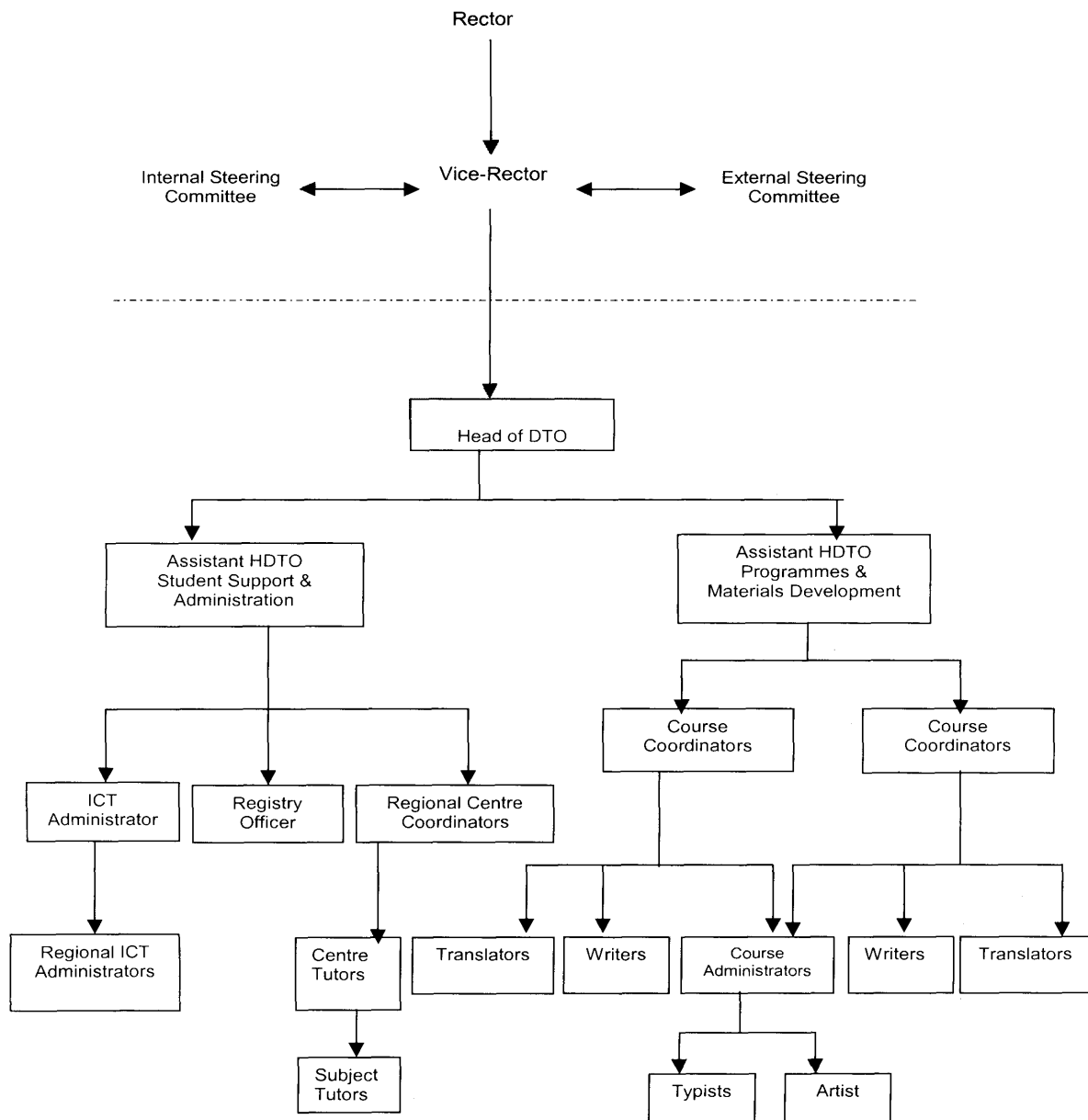
**At the national level: a Distance Training Office (DTO)** was created in KIE. Under the KIE Rector's direct supervision, the DTO is responsible for the coordination and administration of the programme, the supervision and follow-up of the trainees and the development, production and distribution of learning materials and the framework of this programme.

**At the provincial level: 10 Provincial Training Centres** have been created to offer administrative and teaching support to in-service secondary school teachers on the programme. The support includes tutorials, distribution of course material; library facilities and network computer facilities.



*Distance Training Office Staff*

## Distance Training Office Organisational Structure



## Establishment of Provincial Training Centres

Province	Name of Centre	Location
Gisenyi	G.S. Nyundo	10 km from Gisenyi
Ruhengeri	G.S. Musanze	3,5 km from Ruhengeri
Byumba	P.T.C. Byumba	Byumba
Kigali City & Kigali Rural	Lycée de Kigali	Kigali City
Kibungo/Umutara	GS. St. Aloys Rwamagana	Rwamagana
Gitarama	G.S. St. Joseph Kabgayi	2 km from Gitarama
Kibuye	P.T.C. Rubengera	16 km from Kibuye
Butare	G.S.O. Butare	Butare
Gikongoro	E.S. Nyamagabe	Gikongoro
Cyangugu	G.S. Gihundwe	Cyangugu

Four of these 10 Regional Training Centres are designated as regional centers and will be the location of residential schools during summer, Christmas and Easter holidays. Transport and accommodation will be provided for residential schools. The 4 regional coordination centers are:

- 1 **G.S. NYUNDO** will host teachers from Northern Region (Gisenyi, Ruhengeri and part of Kibuye).
- 2 **Lycée de KIGALI** will host teachers from Central Region (Kigali City, Kigali Rural, Byumba, Gitarama, Kibuye, and part of Southern Ruhengeri and Gisenyi).
- 3 **G.S. BUTARE**: will host teachers from Southern Region (Butare, Gikongoro, Cyangugu and part of Southern Gitarama).
- 4 **G.S. RWAMAGANA** : will host teachers from Eastern Region of (Umutara, Kibungo, Kigali Rural and part of Southern Byumba).

There will be a Centre Tutor based at all the centers and you will be able to go there any evening to get assistance with your studies. If you need specific help from a subject tutor, you will be able to make an appointment to see the appropriate person. At the 4 regional DTCs there will be a full time Centre Coordinator to assist you with your problems and queries.

#### Letter of Welcome from the Rector of KIE



Mr. Innocent BYUMA  
Rector of Kigali Institute of Education.

Dear students and colleagues

You are now acquainted with KIE. You know its organisation, its mission, especially that of conducting the training of in-service Secondary School Teachers through the I YA KURE distance training programme.

You have been admitted to this programme. On my own behalf and that of the whole team, I would like to wish you a warm welcome to the programme. I also wish you to have the will and determination necessary so as to obtain your diploma at the end of your training. From now on, we are bound by mutual agreement, which means that both parties must have their rights and obligations:

Your obligations: on accepting this admission to the programme, it must be clearly understood that, you are undertaking a serious commitment: that you accept, for the whole duration of the training, all rules, regulations and constraints the set work will entail, and whatever will be required of by the KIE Management and the whole Team of Trainers.

You will find, hereunder in the Handbook for Students, a set of rules and regulations on the working method, which you will have to adhere to. Without going into details here, I would like to highlight the major points of the contract, which binds you to KIE. These are:

- to work hard
- to respect deadlines
- to follow instructions issued by KIE and its trainers.

Not abiding by the above three key-rules will be taken into account during the assessment of your work, and may play an important role in deciding the awarding of credits and degrees, and also whether or not you remain in the teaching service. The Ministry of Education will be the one to take the final decision.

**Our obligations** : For months you are going to, work hard in addition to your current professional responsibilities. We are aware that this will not be easy for you, especially for those who have family responsibilities.

It is therefore why KIE's main task is to do whatever is necessary to support your effort. We shall do our best to provide you with lessons which are as complete and clear as possible. We shall also provide you with tutorials to help you organise your time and work.

The Provincial In-Service Centres will be equipped with learning materials documentation, administrative assistance and teaching practice will be provided as well.

As soon as the relevant equipment will be available and installed, it will be put at your disposal as a means of direct communication with your tutors (e-mail, for instance). Besides, you will be able to benefit from face-to-face training sessions during the holidays and to meet your tutors and work in direct contact with them.

**Your rights:** by accepting this contract and taking into account the amount of work expected from you, it is obvious that KIE acknowledges that you have a certain number of rights that of:

- receiving the clearest, most complete and adequate learning material:
- regularly receiving, through your regional centre, course booklets called "course modules" and also receiving complementary assistance and teaching aids.

You have noticed that there is a document entitled ASSESSMENT at the end of each «training module ». This document with two goals or objectives has been designed to:

- (i) give you the possibility to personally evaluate the quality of your work, and
- (ii) inform KIE trainers of the difficulty (if any) that you may have encountered.

Read it carefully and carefully fill it in as completely and truthfully as you can. Your answers and comments will help improve the working material you are being offered and will help in bringing you more adequate and effective assistance.

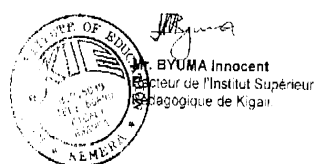
**Our rights:** Since KIE is committed to helping you achieve success, it has the right to evaluate the seriousness of your commitment to the programme on one band, and the quality of your performance on the other. This can be assessed especially during tests and examinations which will determine whether you can be awarded a certain number of credits or not, in the same way as it is done for the other KIE students.

This contract which is made up of mutual rights and obligations, is the cornerstone of the **I. YA. KURE** programme. If all parties do not honor the contract, the programme will hardly achieve its objectives, and everybody, including you will be the loser.

That is why, as KIE Rector, and the officer in-charge, appointed by the Ministry of Education, I will make sure that the distance training programme is properly implemented. Any dereliction of duty, whatever the source or cause, shall be reprimanded severely.

Do not think that KIE management or myself are being too severe, as you have to bear in mind that our goal is to ensure a qualitative training of same standard as the one provided at the Institute itself. The degree awarded at the end of the **DISTANCE IN-SERVICE TRAINING** should meet international standards and must have the same value as those others recognised in Rwanda and in the region. As stated above, I will make sure that this is maintained throughout the training programme.

I sincerely hope to deliver a degree if not to each of you, at least to most of you. I look forward to that joyful moment and once again wish you the very best.



### **Studying I. Ya. Kure**

You have just joined **I. YA. KURE** programme and now you are asking yourself several questions, for instance: am I going to work all alone? What materials am I going to use? How many times. What is expected of me? Who will help me? Who is going to assess and mark my work? How am I going to get my degree?

We are going to answer some of your questions in this section. It is in 4 parts:

#### **Part 1 The organisation of your training**

#### **Part 2 Presentation of each module**

#### **Part 3 Studying at a distance**

#### **Part 4 Assessment procedures**

## **Part 1: The organisation of your training**

Your training for the diploma will begin in November 2001 and will end in October 2004. It will last 3 years.

It is a long period, but sufficient to allow you to gain all the knowledge you need to get your diploma. KIE will help you in several ways and in return, as indicated by the Rector of KIE, consistent effort is expected from you.

This is the training contract that was mentioned in the letter from the Rector. You will receive two types of training:

- **Intensive residential schools during holidays**

These lessons will take 60 days during summer holidays, 14 days during the Christmas and Easter holidays. You will therefore have 88 days of intensive course every academic year. This training will take place in the 4 Regional Training Centres that were mentioned earlier in this guide.

- **Individual study using the specially prepared study guides**

You will receive course study guides from your Regional Centre. These guides are booklets which you work from on your own each day.

In your personal work, you will have to make great effort in this self-teaching exercise which will require a great deal of will, regular and efficient organisation of your time and methods of work. Be careful! This ability to organise your work in the most efficient way will be the key to success in your training.

But do not worry: during your individual study you will not be alone. You will be able to go to your nearest provincial centre (as listed earlier) and receive help from a tutor. You can also take any problems or queries that you have to the residential schools during the holidays.

In those centres, you will find additional teaching aids (audio-visuals aids, computers), reference books, conference rooms and meeting halls which will give you the opportunity to meet colleagues and experienced tutors. You will be encouraged to work in study groups from time to time as we know that these can be very beneficial to adult students.

## **Part 2 Structure of modules**

All modules follow the same plan and are presented in the same way. The format or layout of the material is designed to help you learn. It helps you organise yourself by showing clear steps and constant methodology to follow. Following the steps suggested in the modules is essential to your success.

Every module is made up of 4 main activities and we will explain those activities now:

### **Activity I     Assess and Evaluate Your Current Knowledge**

This activity always starts with a document, an exercise, a problem to solve. The aim is to help you assess your "current" knowledge on the content of the module and to check whether you have sufficient knowledge to carry on with your work.

The activity ends with a self-evaluation test, which helps you to assess, from your results, the effort that is required for you to master the contents of the module

### **Activity II     Reinforce and Develop Your Knowledge**

The content of the course is presented in this part of the module. However, it is an activity because we want you to actively engage with the material.

The contents are presented in short units called blocks which are equivalent to a period of time extending from 1 hour and a half to 3 hours, therefore corresponding to your daily working hours.

At the end of each "block", an activity aiming at checking your acquired knowledge is presented in the form of exercises, which facilitate self-evaluation.

### **Activity III     Re-Use And Assess Your New Knowledge**

To apply your acquired knowledge, a number of exercises which summarise the whole module are presented to you. These exercises aim at helping you consolidate your newly acquired knowledge. Written assignments which you must send to KIE for marking and assessment are also included in this activity.

### **Activity IV     Evaluate Your Work And Inform Your Tutors**

At the end of each module, an evaluation questionnaire with two aims is presented. Its aim is to help you to assess your work, and also to let your tutors know about your comments on the whole module and any difficulties you may have had.

This document is therefore very useful, not only for you, but also for your tutors who will adapt their teaching material to your real needs.

### **The Graphic Code**

To facilitate your work, the steps of various activities are clearly indicated in each module. To make it clearer, each step is highlighted by a blue colour.

**Icons may also draw your attention from time to time. Here is the list:**





This icon shows an important point or a difficult passage, which calls for your special attention.



This symbol indicates the assessment of your knowledge at every stage of the module. This may also indicate a question you need to answer or think about.



This symbol indicates that the given activity must be completed before proceeding to the next. It is also an icon for instructions.



This icon shows the duration of a given task, exercise, test, study of a block, etc...

This will help you assess your working pace, evaluate yourself and organise yourself better



This icon shows references/ bibliography and additional useful readings in CDTO libraries.



These icons (summary in English, résumé in French appear at the end of every block to show what has to be kept in mind/ assimilated.

S



This icon shows written works which do not require self-evaluation test. However, they are sent to KIE for marking and assessment.



This icon shows that there are audio-visual documents to be used with the module. They are available at **CDTO**.

## The Two Booklets

Every module is presented to you in two booklets.

Booklet I is called: **DEVELOP YOUR KNOWLEDGE**: In this booklet you are given different exercises based on documents, exercises and the course content together with instructions to guide you and facilitate your work.

Booklet II is separate from Booklet I because it contains the answers to all exercises and tests provided in Activity I and II, which you completed in Booklet I. Activity III contains the tutor marked assignment which must be sent back to KIE, to your tutors for marking and assessment.

Booklet I is to be kept with you always for reference or revision. Once the marking is done, this booklet will be sent back to you via your DTC, so that you may refer to it when you need to revise the course content. Normally, the following module will be sent to you at the same time.

## Part 3 Studying at a distance

For most of you, this will be the first time you have studied a distance training course. There are many advantages - and some disadvantages - to studying by distance education.

### **Advantages**

- you can study when you like
- you can study at a pace that suits you
- you can study while you are still working

### **Disadvantages**

- there's no-one to make you work
- you must keep yourself motivated
- you will sometimes feel lonely
- you must take responsibility for your own learning

This last point is probably the hardest - but if you can learn to take responsibility for your own learning it will help you to improve yourself throughout your life. Taking responsibility is an important part of being an adult learner.

## **Being An Adult Learner**

Being an adult learner is different from being a pupil in a school. At school it is the responsibility of the teachers to tell you what to learn and how to learn it, but now it is different.

You must decide for yourself what you want to learn, how you are going to do it and how much time and effort you are going to put into it. You can choose when you want to study and even where you want to study. There will be no one chasing you to do your homework or send in an assignment - you must chase yourself

One advantage of being an adult learner is that you have much more experience of life than learners in school and you can include those experiences in the assignments you write. You have to find ways to learn the subjects you have chosen even when there is no teacher available to assist you.

One of the difficulties of being an adult learner is that there are Probably many demands on your time other than your studies. You may have a job, or a family to look after, or both. You will almost certainly have other responsibilities of some kind and all those things will take up your time and your energy. The skill in being an effective adult learner is to work out a method of balancing all those responsibilities so that everything gets attended to.

Another difference about being an adult learner is that adults learn very well from each other - much more effectively than children. Because adults more willingly share their views and experiences, they are able to support each other in ways that children cannot.

Something that is very important to realise right at the beginning is that if you are going to follow a programme of study for one or two years, then YOUR LIFE IS GOING TO CHANGE. You cannot expect to continue to do all the things you have been doing and fit in your studies as well. This is simply not possible.

You need to talk to your friends and family, explain what you are trying to achieve and ask for their help and support. Try to get other members of your family to take on household chores if you usually spend a lot of your time on them. Probably the most important thing you can do is to learn how to get yourself organised for learning so we'll talk about that now.

### **Getting organised for learning**

Part of taking responsibility for your learning means getting yourself organised. This fits into two categories

- your workspace
- your time

#### **Your workspace**

It's a good idea, if you can, to keep a special place - a table or a desk - where you always do your study. Then you can keep all the things that you might need there. We know this is difficult or even impossible for many of you - but it would help you if you could.

If it is impossible for you to have a separate study place, at least try to find a container - a box or a bag - where you can keep all your study things together.

You need to know where all your study guides and other materials are when you need them. Things like the study guides you should be using every day, but other things you might not need so often, but it is very important that you don't lose them.

You can use lever arch or ring binder files, boxes, home-made cardboard folders, or tie the papers together in a bundle with string. When you are studying more than one subject it is best to keep the subjects separately. Try to build up a stock of stationery, so that you will have everything you need for your studies.

#### **Your time**

There are two things about organising your time. First you need to find time to study and secondly you need to put that time to good use.

It's a good idea to draw up a plan for each week and write down when you are going to study. It's sometimes difficult to stick to these plans - but don't worry, life is like that. Some weeks your plan will work very well, some weeks it won't.

Work out where you can get extra time. Some people like to get up earlier in the morning and study then when the house is quiet. Other people prefer to stay up later at night - but make sure you get enough sleep!

Explain to your family and friends that you need some time alone to study in peace and quiet. Give them a copy of your study plan so they know the times when they must leave you alone. But remember to get a balance and not to neglect your family or they won't support you in what you are trying to achieve. When you are studying, try to take two or three short breaks in between - not one long one or it will be difficult to go back to your studies. It's a good idea to get some exercise when you take a break - a walk outside perhaps.

## **Part 4      Assessment Information**

One of the most important questions you will want to ask, is, how will I be assessed? In this section, we will provide the answer to this question.

There are 3 forms of assessment in distance training:

- self assessment
- tutor marked assignment
- examination

### **Self assessment**

You have already learned that throughout the modules you will be given opportunities to assess your own learning and your progress against the learning objectives. We expect this to be a continuous process for you. We expect you to be honest with yourself and grade yourself accurately.

This will tell you whether you have learned a topic sufficiently to move on to the next one.

### **Tutor marked assignment**

There is one tutor marked assignment (TMA) in each module. In Activity III, you will be given an assignment to complete and return to KIE tutors for marking. You will receive a tutor markers' report and detailed comments on your assignment. You should go through this report carefully and learn from it. The marks you get for the TMAs in a subject will form your mark for continuous assessment. This will count for 40% of your total mark for the course.

### **Examination**

For each subject, you will write the same examination as the full time pre-service trainees. The examination will be held at different times for different subjects. You will be notified of the dates in good time. Your examination mark for each subject will count for 60% of your final mark for the course.

We will provide you with more information concerning assessment later in the course.

## Message from the Head of the Distance Training Office

KIE has committed itself to change your life at both the micro level, that is, your personal benefits and at the macro level, that is, for the Nation as a whole. Our aim is to help you to become better secondary school teachers so that you can improve your own life and the lives of the children who pass through your classrooms. Upon completion of the course, we assure you, you will have developed confidence in yourself both in what you will be and what you will do.

Teaching is one of the most important professions in a country. It is the way that we can lead our people to, development and improvement of their lifestyle. We know that you recognise your role in this important development process.

You will have to work very hard over the coming months and we know that there will be times when you will wonder why you embarked on this journey. We will be there to support you and we will help you to reach your destination, or goal.

We wish you success in your study and commend you for the sacrifice you are making to achieve your goal.

We want to share with you our motto:

**DO THE RIGHT THING  
AT THE RIGHT TIME  
IN THE RIGHT PLACE**

And you will leave this world a better place than you found it.

**GOOD LUCK!**

